Preserve.

App. F. IX-4

1935-36 (V.P.)

File No. 49-35

Serial Nos. 1, 2

Previous References

L.R. 342-27(1-5)

Later References

PRESERVED

p.13(E)

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. Two

Part B for June 1936

SUBJECT.

Rules for the Preservation and destruction of Papers relating to Village Panchayats.

(2) To the Rev Commr
" Dev Dept
" Comptroller & A.G.
No. 29575-85-917-6/36
Approves the rule question.

7/7/36

5400 5463

General and Revenue Secretariat. V.P. File No. 49 of 1935 38 [App. F. XII-2

4361

1) [illegible]

1) Since neither the L.R. file referred to nor the G.O. mentioned in the above letter is available in the records, the Rev. Br. is requested to kindly furnish a copy of the G.O. dated 3.3.1930. Otherwise it may be kindly stated if the G.O. is published in any Manual / Rev. Code.

2) Rev. Br. to C.

[illegible] 28/5/36

2) Kind reference is invited to the Requisition put up in the collection to A 342-29 has been taken by the Protection branch on 16/3/36. We request to obtain the correction from that Branch. Rev. S.-G. Br. w/e

29/5/36

NOTE—Contn. Sheet.

Rules re preservation & destruction of V.P records

7330/57

V.P File No. 49 of 1935-36.

General and Revenue Secretariat

The file referred to above has been sent to Rec. today. It may kindly be obtained from there. (S.S.G. Br W.C.)

29/5/36

Sub-forwarders are to submit a draft for a draft rule may be put up.

Please put up draft for

8/6/36

A draft for is put up herewith

An order seems to be sufficient, as the subject does not fall under any of the clauses of Sec 65 of the V.P Regulation which require rules to be being framed.

The draft is for orders

Dep Secy)
Myle and
Secretariat

7/6

11.6

13/6/36

To
The Revenue Comr
u Secs of Distts.
u Compilation
no 2 9575-83 dt 17.6.36
Approving the rules in question

Guide for the RC in consultation

7/6/36

OFFICE OF THE SECOND MEMBER OF COUNCIL, 12 JUNE 1936 NO. 9664

TYPING BE...

Proceed

5463

OFFICE OF THE REVENUE COMMISSIONER
IN MYSORE,

No. C.3139/35-36.

Dated, Bangalore, 21st May 1936

FROM K.V. Anantaraman, Esq., B.A.,

Revenue Commissioner in Mysore.

VP 49-35-1

To

M. Venkatanaranappa, Esq., B.A.,
Secretary to the Government of
His Highness the Maharaja of Mysore,
Development Dept. Bangalore.

Subject:-- Rules for the preservation and destruction of papers relating to Village Panchayets.

SIR,

I have the honour to state that the rules issued in Government Order No.R.5973-6032/L.R. 342-27-5 dated 3rd March 1930 for the preservation and destruction of revenue records do not contain any provision regulating the preservation and destruction of registers and records relating to Village Panchayets. With a view to prevent undue accumulation of obsolete records and to safeguard the permanent preservation of important registers and accounts which are being maintained under the Village Panchayet Regulation an the rules thereunder, it is desirable to frame a set of rules regulating the preservation and destruction of papers relating to Village Panchayets. I therefore beg to submit a draft set of rules (Vide statement annexed) which have been drawn up in consultation with the Deputy Commissioners of Districts. I request early approval of Government thereto so that these rules may also be included in the Village Panchayet Manual which is now under revision in this office.

I have the honour to be,

Sir,

Your most obedient servant,

M. N. Jnanadhami

Assistant Commissioner,
For Revenue Commissioner,
Absent from the station.

BR.

Section A. List of papers to be preserved permanently.

(i) Forms and Registers to be maintained in the Village Panchayet Branch of the Taluk Office.

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(1) Register of Receipts. Form No.4.

(2) Register of expenditure. Form No.5.

(3) Register of Grants-in-aid sanctioned to Village Panchayets for drinking water wells and Rural Reconstruction work.

(4) Permanent Advance Register.

(5) Ledger for "Advances to Village Panchayets for Acquisition of Lands".

(6) Register of remissions sanctioned.

(7) Register of Records preserved or destroyed.

(ii) Registers to be maintained in Village Panchayet Office.

(1) Register of proceedings of Meetings.

(2) Day Book.

(3) "From" and "To" Registers.

(4) Assessment Registers.

(5) Register of Deposits.

(6) Savings Banks Account Books.

(7) Register of works executed with estimates, plans, measurement books completion bills, and reports.

(8) Acquittance Registers - Barawards and Schedules of establishment.

(9) Register of properties - moveable and immovable of Village Panchayets.

(10) Register of licenses issued and copies of licenses.

(11) Register of remissions sanctioned.

(12) Register of refunds sanctioned.

(13) Sanctioned Budget Estimates.

(iii) Correspondence and Records to be preserved permanently in the Taluk Office.

(1) Circular orders of permanent interest issued by Government, Revenue Commissioner, Deputy Commissioners & Comptroller.

(2) Records connected with disputed cases disposed of.

(3) Correspondence relating to the levy and abolition of all taxes cesses and rates.

(4) Correspondence relating to constitution and reconstitution of Village Panchayets.

(5) Records connected with the transfer of wells, Gokattes, channels, tanks, Village Forests to the management of Village Panchayets

(6) Records connected with the acquisition, allotment, and sale of sites by Village Panchayets.

(7) Maps of the Village Panchayets, plans, sites and buildings etc., and correspondence connected therewith.

(8) Correspondence relating to the changes of names of occupants.

(9) Establishment and abolition of Cattle-pounds.

(10) Papers relating to the establishment of fairs and festivals.

(11) Administration reports and other annual reports.

(12) Correspondence relating to supersession of Village Panchayets.

(13) Records relating to giving of grants-in-aid by Village Panchayets to Vaidyasalas, Dispensaries, Schools, or other Schemes of improvement of villages.

(14) Correspondence relating to the ~~ex~~ creation of water supply facilities.

(15) Other records or registers which may be ordered to be preserved permanently by higher officers, either generally or in individual cases.

Section B:- List of papers to be preserved for specific periods.

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(1)	Correspondence relating to Civil Suits by or against Village Panchayets.	30 years.
(2)	Service Registers.	Till death or retirement of the incumbents concerned.
(3)	Papers connected with the grant of leave to officials, or their appointment, promotion, punishment or dismissal.	Thirty years or till the official dies or his pension claims are settled after retirement.
(4)	Ledger or Khate.	20 years.
(5)	Khirdi.	..do..
(6)	Correspondence relating to the grant of licenses for buildinghouses etc.	12 years.
(7)	Papers connected with the improvement of sanitation in Village Panchayets.	..do..
(8)	Book of receipt and issue of stationery articles and forms.	Five years.
(9)	Receipt books and counterfoils of receipt books.	..do..
(10)	Papers connected with cattle-pound receipts and expenditure.	..do..

(6)

(11)	Papers connected with remuneration to Village Officers and Contingent charges.	Five years.
(12)	Sale records of amarayi.	..do..
(13)	Papers connected with the sale of dead trees, manure etc., belonging to Village Panchayets.	..do..
(14)	Papers regarding collection of taxes by coercive measures.	..do..
(15)	Correspondence relating to misconduct of Village Panchayet Chairman and Members.	..do..
(16)	Papers relating to inspection of Panchayets by higher officers.	..do..
(17)	Ledger of villages with or without drinking water wells.	..do..
(18)	Deeds, agreements, and security bonds taken from contractors and others.	Till the conditions are fulfilled.
(19)	Correspondence relating to loans and advances raised by Village Panchayets.	Five years after the loans is repaid.
(20)	Sale records of cattle impounded.	Two years after the claims are settled.
(21)	Office copies of estimates.	One year after the completion of the work.
(22)	Copies of proceedings.	Two years.
(23)	Copies of Day Book.	..do..
(24)	Payee's Receipt Book.	..do..
(25)	Permanent Advance certificates.	..do..
(26)	Quarterly statement of works executed.	..do..
(27)	Quarterly statements of Demand, Collection and Balance.	..do..
(28)	Monthly accounts and returns.	..do..
(29)	Draft Budgets.	..do..
(30)	Miscellaneous correspondence of no permanent interest.	..do..
(31)	Sale records of ~~xxxxxxxxxx~~ unserviceable/materials belonging to Village Panchayets.	..do..
(32)	Circular orders, reports, Yadis, etc., of no permanent interest and routine correspondence.	..do..
(33)	List of articles belonging to Village Panchayets, sold by public auction.	..do..
(34)	Miscellaneous correspondence of no important interest from superior authorities to subordinate officers.	..do..

(7)

(35)	Objection petitions to assessment lists.	Two years.
(36)	Miscellaneous petitions disposed of at the time of Jamabandi.	..do..
(37)	Quarterly statement of refunds sanctioned.	..do..
(38)	Monthly Remission statement submitted to the Taluk Office.	..do..

Note:-- The disposed of papers and Registers not required in the Panchayet office should be arranged to be sent to the Taluk Office once in a month. If any record or register is subsequently required by the Chairman for reference he may obtain the same from Taluk Records on requisition.

M. N. Anandakumar
For Revenue Commissioner.

BR.

G. R. S. App. F VI—G 2]

SUBJECT .....

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8

Diary. No. of letter replied to.....

Section UP

File No. 49-35

Serial No. 2

General and Revenue Secretariat

( )

the 193

Proceedings of the Government of His Highness the Maharaja of Mysore.

Date of issue 17-6- 1936

Signed by .....

Read— Letter no C 3139/35-36 dated the 21st May 1936 from the Revenue Commr in Mysore submitting for sanction a set of draft rules drawn up in consultation with the Dcs of Districts, for the preservation and destruction of registers and records relating to village panchayats in the State

May this be—

(i) printed? yes

(ii) treated as a standing order? yes.

(iii) published in the Gazette, English Part? yes.

(iv) translated? yes

(v) placed at the disposal of the press? yes.

(vi) published in the Gazette, Kannada Part? yes.

Order thereon.—No.

P.T.O

Order No: L9575-85 dt 1/6/36

The rules are approved and appended to this order

Secy to Govt
for Development Deptt

To The Revenue Commr
Director of Distts
Commissioner

List of Enclosure

Copied by [illegible] 16/6/36

Examined by

Extra

110

Proceedings of the Government of Mysore,

Department of Revenue.

Read:-

Letter No. [illegible] dated the 21st/23rd July 1936 from the Revenue Commissioner in Mysore submitting for sanction a set of draft rules drawn up in consultation with the Deputy Commissioners of districts, for the preservation and construction of reservoirs and tanks providing to village tanks in the State.

Order No. L 9575-85 V.P. 49-35-2

Bangalore, the 17th June 1936.

The rules are approved and appended to this order.

A. Venkata Rao
for Secretary to Government,
Development Department.

The Revenue Commissioner in Mysore.

The Deputy Commissioners of Districts.

The Controller to Government.

[illegible]

S.O.

Government of his highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. L. 9575-85—V. P. 49-35-2, dated 17th June 1936.

Preservation and destruction of registers and records relating to Village Panchayets.

Issues orders *re* —— in the State.

READ—

Letter No. L. 3139—35-36, dated the 21st—22nd May 1936, from the Revenue Commissioner in Mysore, submitting for sanction a set of draft rules drawn up in consultation with the Deputy Commissioners of Districts, for the preservation and destruction of registers and records relating to Village Panchayets in the State.

ORDER No. L. 9575-85—V. P. 49-35-2, DATED BANGALORE, THE 17TH JUNE 1936.

The rules are approved and appended to this order.

M. VENKATANARANAPPA,
Secretary to Government,
Development Department.

To—The Revenue Commissioner in Mysore.
The Deputy Commissioners of Districts.
The Comptroller to Government.

EXD.—C. K.

12

No. L. 9575-85—V. P. 49-35-2, DATED 17TH JUNE 1936.

ANNEXURE.

SECTION A.—LIST OF PAPERS TO BE PRESERVED PERMANENTLY.

(i) Forms and Registers to be maintained in the Village Panchayet Branch of the Taluk Office.

1. Register of receipts. Form No. 4.
2. Register of expenditure. Form No. 5.
3. Register of Grants-in-aid sanctioned to village panchayets for drinking water wells and rural reconstruction work.
4. Permanent Advance Register.
5. Ledger for "Advances to Village Panchayets for Acquisition of Lands."
6. Register of remissions sanctioned.
7. Register of records preserved or destroyed.

(ii) Registers to be maintained in Village Panchayet Office.

1. Register of proceedings of meetings.
2. Day Book.
3. "From" and "To" Registers.
4. Assessment Registers.
5. Register of Deposits.
6. Savings Banks Account Books.
7. Register of works executed with estimates, plans, measurement books, completion bills and reports.
8. Acquittance Registers—Barawards and Schedules of Establishment.
9. Register of properties—movable and immovable of village panchayets.
10. Register of licenses issued and copies of licenses.
11. Register of remissions sanctioned.
12. Register of refunds sanctioned.
13. Sanctioned Budget Estimates.

(iii) Correspondence and Records to be preserved permanently in the Taluk Office.

1. Circular orders of permanent interest issued by Government, Revenue Commissioner, Deputy Commissioners and Comptroller.
2. Records connected with dispute cases disposed of.
3. Correspondence relating to the levy and abolition of all taxes, cesses and rates.
4. Correspondence relating to constitution and reconstitution of village panchayets.
5. Records connected with the transfer of wells, goktates, channels, tanks, village forests to the management of village panchayets.
6. Records connected with the acquisition allotments, and sale of sites by Village Panchayets.
7. Maps of the village panchayets, plans, sites and buildings, etc., and correspondence connected therewith.
8. Correspondence relating to the changes of names of occupants.
9. Establishment and abolition of cattle-pounds.
10. Papers relating to the establishment of fairs and festivals.
11. Administration reports and other annual reports.
12. Correspondence relating to supersession of village panchayets.
13. Records relating to giving of grants-in-aid by village panchayets to Vaidyasalas, Dispensaries, Schools, or other schemes of improvement of villages.
14. Correspondence relating to the creation of water supply facilities.
15. Other records of registers which may be ordered to be preserved permanently by higher officers, either generally or in individual cases.

SECTION B.—LIST OF PAPERS TO BE PRESERVED FOR SPECIFIC PERIODS.

1.	Correspondence relating to civil suits by or against village panchayets.	Thirty years.
2.	Service Registers	Till death or retirement of the incumbents concerned.
3.	Papers connected with the grant of leave to officials, or their appointment, promotion, punishment or dismissal	Thirty years or till the official dies or his pension claims are settled after retirement.

13

No. L. 9575-85—V. P. 49-35-2, DATED 17TH JUNE 1936.

4.	Ledger or Khate	Twenty years.
5.	Khirdi	Do
6.	Correspondence relating to the grant of licenses for building houses, etc.	Twelve years.
7.	Papers connected with the improvement of sanitation in village panchayets	Do
8.	Book of receipt and issue of stationery articles and forms ...	Five years.
9.	Receipt books and counterfoils of receipt books	Do
10.	Papers connected with cattle pound receipts and expenditure ...	Do
11.	Papers connected with remuneration to village officers and contingent charges	Do
12.	Sale records of amarayi	Do
13.	Papers connected with the sale of dead trees, manure, etc., belonging to village panchayets	Do
14.	Papers regarding collection of taxes by coercive measures ...	Do
15.	Correspondence relating to misconduct of village panchayet chairman and members	Do
16.	Papers relating to inspection of panchayets by higher officers ...	Do
17.	Ledger of villages with or without drinking water wells ...	Do
18.	Deeds, agreements and security bonds taken from contractors and others ...	Till the conditions are fulfilled.
19.	Correspondence relating to loans and advances raised by village panchayets	Five years after the loan is repaid.
20.	Sale records of cattle impounded	Two years after the claims are settled.
21.	Office copies of estimates	One year after the completion of the work.
22.	Copies of proceedings	Two years.
23.	Copies of Day Book	Do
24.	Payee's Receipt Book	Do
25.	Permanent Advance Certificates	Do
26.	Quarterly statement of works executed	Do
27.	Quarterly statements of Demand, Collection and Balance ...	Do
28.	Monthly accounts and returns	Do
29.	Draft Budgets	Do
30.	Miscellaneous correspondence of no permanent interest ...	Do
31.	Sale records of unserviceable materials belonging to village panchayets ...	Do
32.	Circular orders, reports, yadis, etc., of no permanent interest and routine correspondence	Do
33.	List of articles belonging to village panchayets, sold by public auction.	Do
34.	Miscellaneous correspondence of no important interest from superior authorities to subordinate officers	Do
35.	Objection petitions to assessment lists	Do
36.	Miscellaneous petitions disposed of at the time of jamabandi ...	Do
37.	Quarterly statement of refunds sanctioned	Do
38.	Monthly remission statement submitted to the Taluk Office ...	Do

NOTE.—The disposed of papers and registers not required in the Panchayet Office should be arranged to be sent to the Taluk Office once in a month. If any record or register is subsequently required by the Chairman for reference, he may obtain the same from Taluk Records on requisition.

W D 2250—GPB—425—30-6-36